

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Word Processor, Leader

CODE NO.: 38028

GRADE: 008

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Direct, participate in and assist others in the performance of all word processing and clerical duties incidental to Office Services.

ASSIGNED DUTIES:

1. May perform any of the duties of the Word Processor.
2. Assign duties to personnel in the unit as necessary to maintain proper work flow and meet deadlines.
3. Review work performed by others as required to assure accuracy.
4. Examine and complete as required source documents and all other reports, forms and records pertinent to the operation.
5. Assist and train other personnel in the unit as required for efficient operations.

NOTE: In order to qualify for this position, an employee must have previously been classified as a Word Processor.